



## BANGOR TOWNSHIP SCHOOLS - KEY REQUEST FORM

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_

Building: \_\_\_\_\_

Room #: \_\_\_\_\_

Key(s) needed: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Please provide specific key number(s) or lock number(s). The lock number, if there is one, can be found on the narrow part of the door where the door meets the doorframe on the hinge side of the door. If you cannot find either of the above numbers, please include a detailed description of your needs. Submit this request to your building principal for approval.

Building Principal: \_\_\_\_\_ Date approved: \_\_\_\_\_

Principal: Submit this request to your Zone Leader for processing.

Zone Leader Signature: \_\_\_\_\_ Date completed: \_\_\_\_\_